

2021

(CBCS)

(5th Semester)

POLITICAL SCIENCE

SEVENTH PAPER

[Public Administration]

Full Marks: 75

Time: 2 hours

INSTRUCTIONS TO CANDIDATES

(Please read the instructions carefully before you start writing your answers)

1. Questions should be attempted as per instructions.
2. Do not copy the Questions. Indicate the Section and Question No. clearly while attempting the answer.
3. For Multiple choice answers, candidate should indicate the Question No., Sub. No., (if any) and the correct answer.

For example :

1. *Name the State capital of Mizoram.*

(a) *Lunglei*

(b) *Aizawl*

(c) *Champhai*

Candidate should provide answer as—Q. No. 1 : (b) *Aizawl*
[Candidate should avoid writing only (b)]

4. Section B - Answer to Short Answer should be limited to **One Page** only.
5. The figures in the margin indicate full marks for the questions.

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SECTION : A – OBJECTIVE

(Marks: 30)

Choose the correct answer from the following:

1x30=30

1. “Public Administration is detailed and systematic application of law”
Who said this?
 - (a) Max Weber
 - (b) Woodrow Wilson
 - (c) M.E.Dimock
 - (d) L.D.White
2. Who among the following is regarded as the Father of Scientific Management Theory?
 - (a) Federick Winslow Taylor
 - (b) Elton Mayo
 - (c) John Pfiffner
 - (d) Henry Fayol
3. Who defines Public Administration as the “what” and “how” of the government?
 - (a) John Pfiffner
 - (b) M.E.Dimock
 - (c) Dwight Waldo
 - (d) Herbert Simon

4. Who first coined the term bureaucracy?
 - (a) Max Weber
 - (b) Vincent de Gourney
 - (c) U.L.Goswami
 - (d) Henry Fayol
5. Classical Theory is concerned with the formal structure of organization as well as
 - (a) Principles of organization
 - (b) Bases of organization
 - (c) Process of organization
 - (d) Objectives of organization
6. Decentralization denotes
 - (a) Dispersal of authority among a number of individuals or units
 - (b) Division of labour
 - (c) Concentration of powers at the centre or Headquarter
 - (d) Authority rests on legality
7. Internal Coordination is
 - (a) Coordinaton among the employees in the same department
 - (b) The process of bringing unity among the units
 - (c) Organised effort to carry out programmes
 - (d) Harmony in the workplace
8. The term Development Administration was first coined by
 - (a) Fred.W.Riggs
 - (b) Edward Weidner
 - (c) Martin Landau
 - (d) U.L.Goswami
9. Which country was the first to have a Recruitment system?
 - (a) England
 - (b) Prussia
 - (c) USA
 - (d) India
10. Informal training is
 - (a) Training carried out through Refreshers' Course
 - (b) Orientation
 - (c) Vocational or Professional instructions
 - (d) Training imparted through day today relationship of superior and subordinate

11. The word Promotion is derived from Latin word “promovere” meaning
- (a) Move forward
 - (b) Go upward
 - (c) Hold higher post
 - (d) Have higher wage
12. Promotion does not involve
- (a) Change of name
 - (b) Change of title
 - (c) Change of duties
 - (d) Change of responsibility
13. In India, Civil Service is based on
- (a) Caste system
 - (b) Spoils system
 - (c) Merit system
 - (d) Class structure
14. Habeas Corpus literally means
- (a) To have the body of
 - (b) Constitutional
 - (c) Statutory
 - (d) Ordinary or Equitable
15. If the official acts beyond his powers or outside the geographical limits of authority, it is called
- (a) Lack of jurisdiction
 - (b) Error of authority
 - (c) Abuse of authority
 - (d) Error of law
16. The Comptroller and Auditor General of India is appointed by
- (a) Chief Justice of India
 - (b) President of India
 - (c) Prime Minister of India
 - (d) Union Council of Ministers
17. The word Budget is derived from French word “Bougette” meaning
- (a) Official document
 - (b) Financial statement
 - (c) Public Money
 - (d) Leather bag

18. Which one of the following is a common objective of the zero-based budgeting?
- (a) Economy in expenditure
 - (b) Legislative control
 - (c) Review and Reauthorization of expenditure
 - (d) Ensuring achievement of physical targets
19. Finance Ministry does not consist of
- (a) Department of Revenue
 - (b) Department of Expenditure
 - (c) Department of Taxation
 - (d) Department of Company Affairs
20. An informal organization is also called
- (a) mechanical organization
 - (b) rigid organization
 - (c) functional organization
 - (d) shadow organization
21. Hierarchy means
- (a) the rule of the higher over the lower
 - (b) devolution of authority by a person to his agents
 - (c) the number of subordinates an officer can supervise
 - (d) de-concentration of authority at the top level
22. The word 'Communication' is derived from the Latin word 'communis' which means
- (a) inform
 - (b) communicate
 - (c) transmit
 - (d) common
23. Delegation of authority by Sales manager to his salesman is an example of
- (a) upward delegation
 - (b) sideward delegation
 - (c) downward delegation
 - (d) none of the above
24. Who has given the specific meaning of Recruitment as, 'securing the right people for particular job'?
- (a) L.D White
 - (b) Marshal E. Dimock
 - (c) J.D Montgomery
 - (d) Yonder

25. The purpose of judicial control over administration is
- (a) to control the Cabinet
 - (b) to control the policy and expenditure of the Government
 - (c) to ensure the legality of acts of officials and thereby safeguard the rights of citizens
 - (d) to bring all officials under the control of the people
26. The working of governments in India rests on which two pillars?
- (a) President and Judges of High Court
 - (b) Chairman and members of UPSC
 - (c) Ministers and judges of High Court
 - (d) Ministers and Civil Servants
27. Which of the following is not a formally prescribed device available to the members of Parliament?
- (a) Question Hour
 - (b) Zero Hour
 - (c) Half an hour discussion
 - (d) Short duration discussion
28. The budget is an instrument of control by
- (a) the Government
 - (b) the Executive
 - (c) the Legislature
 - (d) the Judiciary
29. Who is the current Finance Minister of India
- (a) Nirmala Sitharaman
 - (b) Amit Shah
 - (c) Somnath Chatterjee
 - (d) Jaysankaran
30. Piece Rate system is
- (a) A method of wage payment to workers based on the quantity output they have produced
 - (b) Application of IT in the process of government
 - (c) Division of labor
 - (d) Standardization of equipments

SECTION : B – SHORT ANSWER

(Marks : 45)

Answer the following questions in not more than 1 (one) page each, choosing 3 (three) questions from each unit.

3x15=45

UNIT I

1. Explain the concept of POSDCORB
2. Write few sentences on the impact of Globalization on Public Administration
3. Classical Theory to the study of Public Administration
4. Write three principles of Scientific Management Theory

UNIT II

5. Explain the three kinds of Co-ordination
6. What are the essential qualities of Leadership
7. What is Accountability?
8. Mention three types of decision making

UNIT III

9. What are the problems associated with the Development Administration in India?
10. Explain the various types of Training
11. What is Positive Recruitment?
12. Write three disadvantages of seniority system for promotion.

UNIT IV

13. What do you mean by Judicial Review?
14. What do you mean by No-confidence Motion?
15. Write short note on relationship between Ministers and Civil servants in India
16. What is Quo Warranto?

UNIT V

17. Write short notes on the principles of good budgeting.
18. What are the three functions of Finance Ministry?
19. Write three important functions and duties of the Comptroller and Auditor General of India.
20. Explain the preparation of Budget in India

***** End of Question *****